



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Librarian III
3	Posting Number	PN# 101562
4	Department	Library Department
5	Division	Administration
6	Section	Houston Area Library System
7	Reporting Location	500 McKinney*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Serves as Technology Consultant for the Houston Area Library System, which serves 67 public libraries in 28 counties located in Southeast Texas. Oversees the system technology program for the member libraries; assists member libraries on-site in development of local technology projects; oversees access to electronic resources; develops specifications for equipment and services; develops training and coordinates continuing education for member libraries and staff; assists in planning system budget and long-range planning with regards to technology in libraries; keeps current on developments relating to library technology, microcomputers and networking systems; makes regular on-site visits; provides professional support in person, by phone and by mail; collects program statistics and provides reports the Coordinator. Performs other duties as assigned.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Ability to plan and organize work; good knowledge of library procedures; ability to supervise subordinates. Must be able to use a computer to access/input information. Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Master's degree in Library Science from an American Library Association accredited school.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years professional library experience including one (1) year of management.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Customer/Public service experience strongly preferred. Ability to plan and organize work; good knowledge of the current library procedures; ability to supervise subordinates. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel and Access) strongly preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23	
\$1,347 - \$1,856 Biweekly	\$35,022 - \$48,256 Annually

18 **OPENING DATE**

November 10, 2004

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. **First consideration will be given to those applications with a resume attached.** Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer